

INSTRUCTION NO.
LI 10-1

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SECURITY
Revised 16 October 1967

SUBJECT: Internal Security Procedures, Office of Logistics

REFERENCES:

25X1A

1. GENERAL

The purpose of this instruction is to implement the references by providing specific information relative to security practices to be followed by all employees of the Office of Logistics within the Metropolitan Washington area.

2. RESPONSIBILITIES

- a. The Chief, Security Staff, as the authorized representative of the Director of Logistics, is responsible for developing and interpreting security policies and practices pertaining to security in office routine. In addition to other duties, he is responsible for:
 - (1) Establishing and maintaining liaison with appropriate representatives of the Director of Security.
 - (2) Instructing staff and division security officers in their duties.
 - (3) Periodically reviewing Office of Logistics functions and activities to determine that CIA and Logistics internal security procedures are being followed.
 - (4) Investigating and recommending action to be taken on all reports of security violations, lost or misplaced badges, and missing or compromised classified documents or material.
 - (5) Acting as staff security officer for the Office of the Director of Logistics.
- b. Staff and division chiefs are responsible for designating one or more employees to serve as staff security officers for their respective Headquarters areas, and to submit the names of designees and subsequent changes to the Chief, Security Staff.

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GROUP 1
Excluded from automatic
downgrading and
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c. Staff security officers will, in addition to their regular duties, be responsible within their areas for:

- (1) Establishing and maintaining a roster of security check officers who have been properly instructed in their duties.
- (2) Referring to the Chief, Security Staff, all reports and recommendations involving internal security.
- (3) Requiring that all employees of their staff or division read annually [REDACTED]

3. SECURITY CHECK PROCEDURES

Security check officers shall not begin their after-hours check before five minutes after the official close of business. They must not leave their assigned areas before 15 minutes after the official close of business. Form 109 will be used and all entries completed daily.

4. PENALTIES FOR NONCOMPLIANCE OR VIOLATION

A single security violation or series of violations may be sufficiently serious to warrant leave without pay or dismissal. When such action is not warranted, the following minimum penalties are prescribed.

a. First Violation (within two years)

- (1) Oral reprimand by the division or staff chief concerned, and
- (2) Security check duty for one week in addition to normal tour.

b. Second Violation (within two years)

- (1) Written reprimand by the division or staff chief concerned, with copies in official personnel file, and
- (2) Security check duty for two weeks in addition to normal tour.

c. Third Violation (within two years)

- (1) Suspension without pay for a period of not less than one day or more than thirty days, and
- (2) Written warning from the Director of Personnel as to consequences of a fourth violation.

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d. Fourth Violation (within two years)

- (1) Suspension without pay for a period of not less than one week or more than thirty days, and
- (2) Consideration of termination of employment or affiliation.


GEORGE E. MELOON
Director of Logistics

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